**Q1. Write down brief; two sentences notice where you have to direct and inform students for the usage of student ID card. Follow the 7C's formula.**

**Notice: (sample1 Rewarding language)**

Student Id card is designed to provide you campus facilities e.g. security, library usage, transport facility, etc. We care about you and your cooperation will be appreciated.

Regards

Chief Proctor

Mr.XYZ

Date 20/02/2019

**Notice: (sample 2 Informatory language)**

Proudly display your student ID cards as it helps in smooth usage of campus facilities. 1000Rs fine will be charged for not following the rule. (New students must collect their id cards from accounts office till 22/02/2019 (office visit timings 2:00-3:00pm)).

Regards

Chief Proctor

Mr.XYZ

Date 20/02/2019

**Notice: (sample 3 Warning language)**

All students must wear student ID cards otherwise they will be not allowed to enter university premises. Strict action will be taken by disciplinary committee (D.C) against habituals.

Regards

Chief Proctor

Mr.XYZ

Date 20/02/2019